



Selected Goals of WasteWise Partners



Introduction

WasteWise partners establish waste reduction goals in three areas: waste prevention, recycling, and buying or manufacturing recycled-content products. This guide offers suggestions to help organizations set quantifiable, achievable goals. The sample goals, combined with partner success stories, illustrate successful methods for reducing waste. Partners may use the ideas in this guide as a catalyst for developing and expanding their own WasteWise goals.

Prior to selecting waste reduction goals, WasteWise encourages partners to conduct a waste assessment. The assessment will help partners identify the composition and quantities of waste they generate, as well as opportunities for reducing these wastes.

The sample goals provided in this guide have been organized into the following function areas:

- Office Setting
- Cafeteria and Food Service
- Distribution and Shipping of Products
- Purchasing and Receiving of Products
- Manufacturing and Production
- Maintenance, Housekeeping, Renovation, and Landscaping
- General WasteWise Goals

Additional suggestions for waste reduction goals may be found in the industry sector fact sheets, now available on the WasteWise Web site <www.epa.gov/wastewise>. The WasteWise Helpline (800 EPA-WISE) and WasteWise representatives are also available to answer questions regarding goal setting.

Waste Prevention

Waste prevention means using less material to do the same job, cutting waste before recycling. Waste prevention (also called source reduction) offers the greatest environmental benefits and provides substantial cost savings to organizations. Examples of waste prevention activities include using e-mail, reusing office supplies and equipment, and reducing or reusing transport packaging. WasteWise partners commit to implementing three significant waste prevention activities.



Recyclables Collection

WasteWise partners commit to initiating, expanding, or improving company programs to collect recyclables. In some cases, companies add new materials to an existing program, or they increase program efficiency through employee education.



Purchase or Manufacture of Recycled Products

Nonmanufacturing WasteWise partners commit to increasing the overall recycled content in the products they purchase, either by purchasing recycled products in lieu of virgin products or by increasing the recycled content in those recycled products they already buy. Manufacturers may either increase the percentage of postconsumer content in the products they make or increase the recycled content in the products they purchase.

Electronics Challenge

In 2000, WasteWise launched the electronics challenge to encourage the reuse and recovery of this growing part of the waste stream.

Partners pledged to:

- Refurbish and/or upgrade existing electronic equipment instead of buying new equipment.
- Buy remanufactured equipment instead of new equipment.
- Buy equipment with recycled content.
- Contract with suppliers to lease electronics.
- Contract with suppliers to take back and reuse/recycle equipment as part of new purchases.
- Donate reusable electronic equipment (e.g., to schools or other nonprofit organizations).
- Recycle equipment from your organization that cannot be reused.
- Sponsor or participate in a collection event or program to help others outside your organization reuse or recycle electronic products.



Electronics manufacturers also pledged to additional goals, including some of the following:

- Redesign an electronic product so that it can be more easily upgraded or remanufactured.
- Redesign an electronic product so that it can be easily disassembled and recycled at end of life.
- Use (or increase use of) recycled content materials in your products.

Function Area: Office Setting

Waste from offices can account for a large percentage of an organization's waste stream. Most office waste consists of various forms of paper, such as stationery, copy paper, computer and printer paper, and cardboard. Smaller quantities of other materials such as plastic, metal, glass, and food waste also end up in office waste. Helpful suggestions for reducing waste in the office setting are provided below.

WASTE PREVENTION

Reduce

- Circulate memos, documents, periodicals, and reports rather than distributing individual copies
- Keep files on diskette or microfiche
- Maintain a centralized filing system
- Communicate using voice or electronic mail
- Purchase duplex copying machines and program copy machines to default to duplex copies
- Replace fax cover sheets with "stick-on" fax transmission stickers or use a rubber stamp to place transmittal information on the first pages of faxes
- Conduct file transfers via computer
- Survey current computer reports to identify any unnecessary reports that could be eliminated
- Seek methods to reduce printing production errors
- Use smaller envelopes
- Use narrow-ruled notebooks
- Design brochures and advertising flyers with a mailing panel instead of placing them in envelopes
- Review, edit, and finalize reports and letters on computer screen before printing

Reuse

- Purchase reusable or refillable pens and pencils
- Reuse interoffice envelopes
- Convert scrap paper into telephone answering pads or scratch pads
- Print drafts on the blank sides of used paper
- Use an erasable memo or chalk board for messages
- Reuse office supplies through internal waste exchange
- Repair old furniture and office equipment or donate it to charitable organizations
- Reuse file folders and ring binders
- Return laser printer and copier toner cartridges for remanufacturing

RECYCLING COLLECTION

- Place a recycling bin in each office
- Recycle glass, aluminum, and plastic beverage containers
- Suspend the use of colored paper if not easily recycled
- Establish “clean out your office” days and recycle items no longer needed
- Locate paper recycling containers near copiers, printers, and other large generators
- Recycle audio and video cassette tapes

BUYING/MANUFACTURING RECYCLED

- Purchase recycled-content office supplies
- Establish a team to investigate effectiveness of recycled-content paper for copiers
- Upgrade recycled-content paper purchases to include all envelopes, letterhead, and newsletters
- Increase postconsumer content of paper by setting specific minimum requirements for postconsumer content
- Commit to printing the organization’s annual report on paper collected through organization recycling programs
- Purchase transparencies made from recycled PET

Kinko's, Inc. leases 92 percent of its copiers and printers and 82 percent of its computers and finishing equipment, which lessens the environmental burden associated with end-of-life electronics equipment.



Blue Lake Rancheria tribe conserved 40 pounds of printer paper by reusing single-sided copies for draft printouts and in the fax machine.



Amtrak saved \$3,000 and eliminated 500 pounds of waste by beginning a toner refill program.



Southern California Edison purchased more than 45 tons of recycled-content products, including 2,500 chairs with 100 percent recycled content.

Sandia National

Laboratories prevented 209 tons of solid waste by switching to reusable cafeteria dishware, saving the federal facility approximately \$22,000 in 2000.



The **Los Angeles Unified School District** began an "offer versus serve" program in which students can choose the food they would like to consume, preventing an estimated 13,646 tons of food waste.



The Walt Disney World Company, located in Orlando, Florida, donated 200 tons of prepared food to the Second Harvest Food Bank.



California Integrated Waste Management Board

composted 1.5 tons of food waste in vermicomposting bins located outside of the cafeteria.

Function Area: Cafeteria and Food Service

There are a full range of waste reduction activities that cafeteria and food service operators can implement to help reduce the amount of solid waste they generate. For example, food waste can largely be reduced through proper purchasing, handling, preparation, and storage. (Generation of food wastes was estimated to be nearly 22 million tons in 1997).¹ Other materials that can be reduced in the food service area include corrugated, steel and aluminum cans, glass, and plastics. The list below highlights many of the activities WasteWise partners have initiated to reduce food service wastes.

WASTE PREVENTION

Reduce

- Purchase food items in bulk containers
- Replace individual soda cans or bottles with bulk dispensers
- Replace plastic coffee stirrs with wooden stirrs that can be composted
- Reduce plastic by using straw-style stir sticks for bar beverages instead of solid style sticks
- Reduce plastic wrap used with catering orders
- Provide condiments in bulk dispensers
- Give customers the option of straw or no straw with beverages
- Decrease weight of carry-out bags
- Purchase a new kind of butter to eliminate the foil wrapper

Reuse

- Use durable towels, tablecloths, napkins, dishes, flatware, cups, and glasses
- Reduce use of disposable cups by retrofitting drink vending machines to accept reusable plastic mugs
- Use reusable coasters instead of paper napkins when serving bar beverages
- Donate cafeteria food scraps for use as animal feed

¹ Characterization of Municipal Solid Waste in the United States: 1998 Update. Washington, D.C.: U.S. Environmental Protection Agency, p.47, 1999.

- Use reusable plastic trays instead of cardboard or polystyrene
- Encourage employees to bring in their own mugs and utensils
- Use reusable coffee filters
- Arrange for a food bank to pick-up unserved food
- Encourage customers to take home surplus food
- Initiate a vermi-composting system to compost vegetative materials
- Hire caterers who use reusable kitchenware
- Provide a discount to customers who bring their own mugs
- Purchase company mugs for all employees

RECYCLING COLLECTION

- Recycle milk cartons and juice boxes
- Segregate cafeteria wastes (paper, plastics, and aluminum) to improve recycling
- Collect plastic silverware for recycling
- Set up a rendering service for waste grease, fat, or used cooking oil
- Recycle glass, plastic, aluminum, and steel containers
- Segregate vegetative materials for composting

BUYING/MANUFACTURING RECYCLED

- Switch to napkins with recycled content
- Increase purchase of recycled-content paper for food service
- Purchase carry-out containers with recycled content

Pitney Bowes, Inc.

implemented a program to recycle polystyrene products used in food service. The company converts polystyrene into a gel-like material and then returns it to the recycling-equipment vendor for further processing back into polystyrene or other plastic products. This process resulted in a 40 percent reduction of total trash volume.



***WasteWise Update*, Recovering Organic Wastes-Giving Back to Mother Nature,**

(EPA530-N-99-007) highlights a number of organic waste diversion and recovery options implemented by WasteWise partners, including composting, vermicomposting, mulching and chipping, grasscycling, and donation. The *Update* also provides basic information on the science of composting and tips on getting started with organics recovery.

Transport Packaging Challenge

In 1999 WasteWise launched the Transport Packaging (TP) Challenge. Partners pledged to eliminate unnecessary TP, switch to reusable TP, and reuse incoming packaging for outgoing shipments. The most common goal of Challenge participants was to work with suppliers to reduce TP, reflecting the importance of building partnerships to reduce waste.



The Transport Packaging Challenge Partner of the Year was **SST Truck Company**, a Texas-based truck manufacturer.

It utilized reusable shipping racks, worked with its suppliers to reduce packaging for incoming truck parts, and started a return program for TP, saving the company \$55,000 and preventing 180 tons of waste in 1999. In all, 47 partners participated in the Challenge, but SST Truck Company drove to the top.

Function Area: Distribution and Shipping of Products

Containers and packaging represent nearly one-third of the total municipal solid waste stream nationwide (71.8 million tons of generation in 1997).² Approximately half of this waste comes from packaging materials used to transport goods. Transport packaging consists of materials such as corrugated, ferrous metals, plastics, and wood. The list below highlights some of the innovative strategies WasteWise partners have initiated to reduce wastes associated with the distribution and shipping of products.

WASTE PREVENTION

Reduce

- Transmit invoices and purchase orders electronically
- Develop an electronic catalog system for parts distribution to service affiliates
- Design an appendix to product catalogs for each season, making a complete, new catalog unnecessary
- Improve mailing list so a more accurate number of catalogs are printed
- Reduce the thickness of cardboard used in packaging material
- Reduce the size of internal packaging inserts
- Redesign product packaging to decrease the amount of materials necessary to package the product
- Eliminate unnecessary packaging, such as outer cartons

Reuse

- Use reusable air-filled bags in shipping cartons instead of polystyrene "peanuts"
- Provide customers with the option of a reusable bag or box for packaging
- Develop a pallet return program for routine customers

² Characterization of Municipal Solid Waste in the United States: 1998 Update. Washington, D.C.: U.S. Environmental Protection Agency, p.67, 1999.

- Use incoming packaging materials for outgoing product packaging
- Distribute product lines in reusable containers
- Use shredded newspapers and paper for packing materials
- Purchase reusable plastic pallets
- Repair and reuse damaged wooden skids and pallets
- Reuse packaging materials, such as foam peanuts, bubblewrap, and cardboard

RECYCLING COLLECTION

- Find a market for plastic wrap and banding
- Develop closed-loop programs to aid customers in recycling of waste materials
- Accept packaging material from customers to be recycled
- Reuse or recycle customer's LDPE stretch film
- Remove metal parts from plastic containers so that containers may be recycled

BUYING/MANUFACTURING RECYCLED

- Purchase pallets made from your own scrap plastic
- Increase recycled-content in corrugated containers
- Investigate increased recycled content in cardboard packaging inserts
- Use recycled plastics for consumer packaging

Bass Pro Shops salvaged nearly 170 tons of transport packaging materials through a shipping and receiving waste prevention program, saving more than \$28,000. This program involved the reuse and sale of used wood pallets.



The U.S. Government Printing Office saved \$20,000 in 2000 by initiating a program to repair approximately 4,000 wooden pallets equivalent to 80 tons.



Allergan redesigned lens packaging, eliminating 187 tons of PVC and saving \$1.5 million.



Allchem Services reused 200 pounds of plastic packaging material as filler for outgoing shipments, saving \$500.

Kitsap County, Washington, minimized purchasing costs through an internal Wa\$te Exchange, a program in which departments swap surplus office supplies, saving the county more than \$3,700.



United Technologies Carrier Corporation reduced cardboard and wood pallet usage by converting the shipping containers of inbound bulk materials to returnable containers. A recent vendor agreement resulted in the reduction of more than 33 tons of pallet waste per year.



Evelyn Hill, Inc. worked extensively with vendors to redesign packaging and lightweight containers and emphasized switching to reusable or recyclable containers. Specifically, the company negotiated with Haagen Dazs to eliminate the cardboard overwrap and individual cardboard boxes in ice cream packaging, eliminating more than 3 tons of cardboard.



Verizon expanded the use of electronic purchasing orders and invoices, conserving nearly 29 tons of paper and saving more than \$60,000.

Function Area: Purchasing and Receiving of Products

Suppliers are often the source of much of the waste material organizations generate on a daily basis. Dumpsters are often filled with packaging and shipping material from supplier shipments. By using their purchasing power to leverage suppliers, organizations can dramatically reduce the volume of unnecessary packaging materials received from suppliers. Organizations should make their suppliers aware of their commitment to reducing waste and purchasing recycled content products. If current suppliers are unable or unwilling to support this commitment, you may want to investigate additional suppliers. Small organizations might consider working with trade associations to garner additional power.

WASTE PREVENTION

Reduce

- Require vendors to eliminate unnecessary packaging
- Order supplies in bulk
- Communicate with suppliers through the electronic transfer of purchasing invoice information
- Establish preferred packaging guidelines to encourage waste prevention (durable, concentrated, reusable, and high quality)
- Send letters to vendors stating your commitment to waste prevention and requesting a general decrease in packaging
- Encourage suppliers to join WasteWise

Reuse

- Switch from corrugated to reusable plastic containers
- Ask suppliers to ship raw materials in reusable containers
- Establish a vendor return program for shipping containers or pallets
- Specify that incoming wood pallets meet requirements for outgoing pallets so that pallets can be reused

RECYCLING COLLECTION

- Request that packaging vendors use only one strapping material so that it can be more easily recycled
- Compact or bale cardboard and plastic if recyclable quantities are large
- Share compactors and balers with neighboring businesses if recyclable quantities are small

BUYING/MANUFACTURING RECYCLED

- Create a coalition with similar organizations for a joint-purchasing venture to facilitate purchases of recycled products
- Design and use an environmental assessment form to help purchasing department identify products with recycled content
- Establish an environmental supplier award
- Specify preference for recycled-content products in contract language with vendors
- Investigate recycled-product alternatives for existing products
- Develop a guide to help increase recycled content
- Work with vendors to highlight recycled-content products in their supply catalog
- Establish a buy-recycled purchasing policy and include it in all purchase orders
- Send a letter to vendors stating commitment to buying recycled products
- Purchase recycled-content products where possible in new construction and renovation projects
- Educate purchasing department and department heads about opportunities for purchasing products made with recycled content
- Investigate the performance of recycled-content products
- Implement a supplier questionnaire to learn about the use of products with recycled content
- Request that vendors increase the number of recycled content products offered in supply catalogs
- Purchase products with an increased recycled content percentage than products currently purchased

Emory University doubled its spending on recycled-content products to \$1.2 million. The university added a procurement link to its Web site, and the purchasing department established a requirement that all letterhead be made of postconsumer-content paper, based on EPA standards.



Target works with its suppliers to ensure that 99 percent of all clothing and 95 percent of all shoes arrive at the store with no excess packaging.



The U.S. Postal Service-South Florida District recycled 5,787 tons of magazines and undeliverable bulk mail. It also established an employee education program to reduce bulk mail, contributing to the recycling of 937 tons of mixed paper.



Commonwealth Edison switched to a single supplier, which enabled it to receive supplies as needed and reduce waste from materials that exceeded their shelf life.

Advanced Micro Devices, Inc.

laundered and reused nearly 6 tons of cloth wipes used in production processes.

**Florida Power & Light**

prevented the disposal of approximately 11,700 utility poles through donation and sale. The company also saved \$1.5 million by reclaiming, refurbishing, and reusing pole line hardware and other parts.

**Siemens Automotive**

Corporation conducted an employee awareness program on the reuse of lab coats in its clean rooms, decreasing the disposal of lab coats by 33 percent and saving \$21,000.



Anheuser-Busch Inc. reused 13,000 tons of diatomaceous earth and spent beechwood chips, by-products of the brewing process, in cement and compost, respectively.

Function Area: Manufacturing and Production

Manufacturers face a variety of competing demands—keeping costs low and quality high, staying competitive in a global marketplace, and meeting consumer preferences for more environmentally benign products. Organizations are responding to these challenges by incorporating environmental considerations into the design and redesign of products, processes, and technical management systems. Through a variety of innovative practices, WasteWise partners have drastically reduced the volume of waste generated in the manufacturing and production area.

WASTE PREVENTION

Reduce

- Improve product design to use less materials (design-for-the-environment)³
- Implement preventative maintenance programs to improve efficiency and to eliminate downtime
- Eliminate the use of plastic films in the manufacturing process
- Lightweight plastic and aluminum product packages (e.g., plastic bottles and aluminum beverage cans)
- Reduce production scrap by modifying production equipment and processes
- Control inventory to reduce the overpurchase of non-recyclable plastic pellets used in the manufacturing process
- Manufacture concentrated products to reduce HDPE plastic packaging

Reuse

- Reuse manufacturing waste in product
- Reuse scrap cloth as pallet covers
- Expand internal reuse of process scraps
- Clean and reuse disposable shoe covers and gloves
- Reuse electrostatic device bags in manufacturing rather than discarding them

³ For more information, visit EPA's Design for the Environment Web site at <http://www.epa.gov/dfe/>

- Use rechargeable batteries
- Launder and reuse cleaning rags
- Reuse drums for internal storage and transportation of materials

Education

- Include “design-for-the-environment” in engineer training

Measurement

- Develop a waste tracking system for production facilities which measures and tracks the waste generated on a per unit basis

RECYCLING COLLECTION

- Compost organic waste, such as wood or textiles
- Conduct monthly audits of material recovery center to identify additional recyclables
- Recycle metal strapping bands, shavings, and floor sweepings
- Recycle plastic shipping tubes and rails
- Recycle protective plastic gloves and booties used in manufacturing process
- Collect and bale PET to be used in a product
- Recycle postconsumer engineering plastic

BUYING/MANUFACTURING RECYCLED

- Include environmental considerations such as recycled-content in product design criteria
- Increase capacity to manufacture recycled-content products
- Increase percentage of postconsumer recycled content in HDPE purchased for use in manufacturing process
- Purchase plastic drain pans made with 20 percent recycled PVC
- Evaluate purchase of recycled-content materials for product lines
- Train manufacturing facilities to evaluate manufacturing recycled opportunities
- Develop a prototype pressed paper pallet made from 100 percent mixed paper
- Purchase a crosscut shredder to shred aluminum cans and use material in manufacturing process

Herman Miller requires an environmental lifecycle assessment for all new products to help the company determine how it can conserve resources by altering product designs and processes.



General Motors incorporated more than 3,500 tons of recycled-content plastic, textile, and rubber components into its automobiles.



Eastman Kodak seeks innovative ways to reduce waste, including remanufacturing its line of single-use FUNSAVER cameras, which have a return rate of 74 percent. Through this program, Kodak diverts mixed plastics and metals from the waste stream by incorporating the parts into new cameras.



The Seydel Companies reduced production waste by donating 1,000 pounds of excess cloth to a local senior center for quilt making and saved more than 3 tons of glass and \$4,300 by cleaning and reusing glass sample jars.

Eastern Illinois University composted 12 tons of yard and tree trimmings on site for use as mulch around and on campus landscaping.



Bert Fish Medical Center generated \$3,000 by selling furniture and memorabilia from the demolition of an old portion of the hospital.



The Washoe County Government Sheriff's Office reused nearly 11 tons of wood, metal, and glass from damaged doors and windows from construction companies to practice forced entry. After reuse the county recycled most of the door and window materials.



The Tennessee Department of Correction conserved more than 13 tons of textiles by repairing inmate clothing.

Function Area: Maintenance, Housekeeping, Renovation and Landscaping

Wastes generated in areas such as housekeeping, vehicle maintenance, construction, and grounds maintenance can easily be overlooked. These wastes can account for a substantial portion of an organization's waste stream, however. In 1997, yard trimmings alone comprised an estimated 13 percent of the municipal solid waste stream (27.7 millions tons).⁴ Other high volume waste from these function areas include plastic, corrugated, rubber, wood, and paper. Many WasteWise partners reduce these wastes by purchasing in bulk, composting, and reusing materials. Additional examples of waste reduction initiatives are provided below.

WASTE PREVENTION

Reduce

- Replace paper towels in bathroom with a cloth towel roll
- Purchase dispensers that regulate the amount of paper towels used
- Purchase mulching lawnmowers or retrofit mowers and leave grass clippings on lawn
- Buy a chipper to turn tree and shrub clippings into mulch
- Compost landscaping waste on-site
- Use concentrated cleaners

Reuse

- Send used air filters from heavy equipment and vehicles to be cleaned and reconditioned
- Replace disposable filters for outside air or circulating systems with reusable filters

⁴ Characterization of Municipal Solid Waste in the United States: 1998 Update. Washington, D.C.: U.S. Environmental Protection Agency, p.47-51, 1999.

- Use old linens, which are no longer presentable, as rags for the remainder of their useful life
- Repair and reuse metal skids instead of scrapping and replacing
- Refill cleaning product containers
- Use old newspapers as mulch
- Clean and reuse rags, gloves, and mop heads
- Donate excess building materials to local low-income housing developers
- Reuse trash can liners or eliminate their use where possible
- Establish a “user-review team” to examine reuse opportunities and reduce waste generation during maintenance operations

RECYCLING COLLECTION

- Purchase equipment to improve the collection of recyclables
- Build a storage shed for recyclables
- Add an employee drop-off center for recyclables
- Recycle collected waste concrete and porcelain for road construction
- Work with building management to initiate or expand recycling programs for various materials
- Promote recycling within company office space and to the building owner

BUYING/MANUFACTURING RECYCLED

- Purchase flooring materials with recycled-content
- Increase purchase of recycled-content products in the bathroom, such as toilet paper and paper towels
- Use compost as a top soil amendment
- Increase purchase of retread tires
- Use postconsumer, recycled-content janitorial supplies
- Purchase curbing and parking bumpers made with recycled-content plastic
- Purchase recycling bins made with recycled-content plastic

The **City of Clifton, New Jersey**, salvaged more than 400 tons of street sweepings to use as landfill cover.



Disneyland Resort purchased furniture, including benches, picnic tables, and kraft tables, made from 100 percent recycled HDPE plastic for its outdoor guest areas.



Los Angeles Department of Water and Power, in California, conserved more than 6 tons of building and construction materials, including carpeting and office supplies, by reusing or donating these materials through the building's remodeling salvage program.



King County, Washington, Department of Natural Resources constructed its King Street Center with concrete lobby tiles made with chips of 100 percent recycled glass.

U.S. Postal Service –

Northeast Area started a "Country Store" that reused 120 tons of equipment from 382 post offices in one district.



Bank of America reconditioned and reissued 74,930 pieces of surplus furniture and 25,470 pieces of office equipment, saving nearly \$28 million.

**Constellation Energy Group**

donated 27 tons of computers and electronic equipment for reuse through its computer donation program.

**Seattle University's** Surplus

Store sold 71 tons of surplus goods such as tables, blackboards, computer equipment, and desks to community members, saving nearly \$24,000 and using the revenues to support its recycling program.

General WasteWise Goals

WasteWise partners implement a number of waste reduction activities on an organizationwide basis.

These efforts range from conducting employee education campaigns to developing techniques to measure waste reduction and instituting waste reduction policies that cover all employees. Management can use organizationwide initiatives to establish and communicate a commitment to waste reduction that empowers employees to act, such as issuing a formal environmental policy statement that includes waste reduction as an essential element. Organizationwide efforts to reduce waste can also foster a feeling of pride in the workplace as employees work collectively to improve their environment. Examples of organizationwide activities initiated by WasteWise partners are detailed below.

WASTE PREVENTION

Reduce

- Establish a waste reduction policy
- Offer online newspapers to employees
- Post organization-wide memos rather than distributing paper copies to each employee
- Distribute corporate telephone directories and manuals electronically
- Communicate with customers and employees using e-mail
- Eliminate quarterly reports by putting information on a toll-free phone line
- Avoid outdated letterhead by installing company letterhead on employees' computers
- Remove organization name from bulk mailing lists
- Post employee forms, organization announcements, and newsletters to Intranet

Reuse

- Donate old magazines and journals to hospitals, clinics, or libraries
- Reuse corrugated moving boxes internally
- Rent reusable boxes for office moves
- Donate unwanted supplies to local schools or non-profit organizations
- Develop an informal waste exchange with other organizations
- Develop an electronic bulletin board to facilitate reuse of materials and equipment
- Advertise surplus and reusable waste items through a commercial waste exchange

Educate

- Eliminate paper training manuals for new employees and install computer-based learning centers
- Publicize waste prevention activities through a new or existing employee newsletter
- Create green teams to brainstorm waste prevention activities
- Include waste prevention information in new employee orientations
- Develop an educational video for employees on elements of your organization's waste prevention program
- Conduct waste reduction contests among divisions with prizes and publicity
- Train employees in waste reduction techniques
- Promote the WasteWise program to other organizations

Measure

- Require each site to periodically report on waste prevention, recycling, and cost avoidance
- Establish a solid waste measurement and reporting program to evaluate the success of waste prevention efforts
- Conduct waste audits to determine waste composition

Motorola collected 103 tons of used computers, cell phones, electronic equipment, furniture, and office supplies to be donated to schools and charities where possible and otherwise recycled.



Alden Central School

implemented a comprehensive waste reduction program at all campus buildings, including the grounds.



First National Bank and Trust

Company expanded PC-based reports, manuals, and procedures to reduce paper usage by more than 4 tons. This activity included developing personnel status reports and interactive forms on the network and Internet.



PARI Innovative

Manufacturers introduced a companywide "waste awareness" program, presenting the advantages of waste reduction and recycling during a company meeting and asking every employee to sign a commitment signifying their interest and participation.

The Coca-Cola Company

provided a major boost to the buy-recycled market by spending \$2 billion on recycled-content products.



Schlegel Systems expanded its recycling program to include monthly tours and inspections of all areas to ensure employees are recycling.



Stoneyfield Farm instituted an employee bonus plan based on material use reduction.



The Clorox Company shared waste prevention information and results with employees and recognized the best waste management strategies at its facilities.



The U.S. Postal Service-Alabama District implemented several innovative programs to improve its electronic communications and tracking methods. These actions conserved 66 tons of paper through electronic routing of documents, electronic time sheets and forms, online reporting, and electronic document scanning.

RECYCLING COLLECTION

- Centralize collection of all recyclables
- Establish an inter-departmental recycling committee
- Educate employees on recycling correctly, emphasizing contamination issues
- Institute a policy of not emptying employees' trash cans if they contain recyclables
- Purchase plain paper fax machines so faxes are recyclable
- Formally track recycling activities using a current accounting system
- Acquire a compactor or baler to expand your recycling program
- Research potential markets for recyclables
- Make an on-line report available to all facilities comparing trash and recycling goals to actual results
- Promote recycling through an employee suggestion system
- Save office newspapers and cans for local recycling programs
- Increase recycling education and outreach programs in the community

BUYING/MANUFACTURING RECYCLED

- Invite organization purchasing agents to all recycling meetings
- Print documents, such as newsletters and annual reports, on recycled-content paper
- Continually review the recycled content in all products purchased
- Set purchasing policy to favor recycled-content products, such as price preference
- Educate and promote the use of recycled-content paper to customers
- Investigate "closed loop" programs, whereby an organization purchases products made from their own collected materials, such as plastic trash bags made from company waste plastics
- Research new products with recycled content